

## Safety Advisory Committee

December 6, 2013

1:30 – 3:00 PM

### Minutes

Committee Member	Representing	Present
<i>vacant</i>	Materials Sciences Division	
Bello, Madelyn	Human Resources Advisor	
Blodgett, Paul M.	Environment, Health and Safety Division	
Bluhm, Hendrik	Chemical Sciences Division	<b>X</b>
Christensen, John N.	Earth Sciences Division	<b>X</b>
Dardin, Steve	Physics Division	<b>X</b>
Franaszek, Stephen	Genomics Division	<b>X</b>
Fujikawa, Brian	Nuclear Science Division	
Giuntoli, Patricia	Computing Sciences Directorate	<b>X</b>
Lunden, Melissa	Environmental Energy Technologies Division	
Martin, Michael C.	Advanced Light Source Division	<b>X</b>
Sauter, Nicholas	Physical Biosciences Division	
Seidl, Peter	Accelerator & Fusion Research Division; SAC Chair	<b>X</b>
Taylor, Scott E.	Life Sciences Division	<b>X</b>
Tomaselli, Ann	Information Technology Division	<b>X</b>
Tucker, Eugene	Facilities Division	<b>X</b>
Thomas, Patricia M.	Safety Advisory Committee Secretary	<b>X</b>
Wong, Weyland	Engineering Division	<b>X</b>

**Others Present:** Kim Abbott, James Basore, Al Benitez, Michael Carr, John Chernowski, John Elliott, Jim Floyd, Michelle Flynn, Mary Gross, Howard Hatayama, Marcus Hertlein, David Kestell, Mike Kritscher, Quang Le, Bob Mueller, Andrew Peterson, Bill Wells, Marty White, Mike Wisherop

### EHS Document Management Pipeline – Mike Wisherop

Mike Wisherop presented a summary of document changes EHS has recently completed or is currently developing:

- Engineered nanoparticles medical surveillance – pilot program ongoing; reformatting Chemical Hygiene and Safety Plan by January;
- Radiation Safety program – 7 policies posted in Requirements and Policies Manual; working on Radiation Control manual;
- Medical exams – will be part of a larger revision to Health Services program expected in a few months;
- Technical Area Release Policy – Michelle Flynn will provide an update next month;
- Safe Work Authorization changing to Hazard Analysis and Work Planning;
- On-the-Job Training – see James Basore's presentation;

- Electrical Safety Program – Electrical Safety Subcommittee has just started working on it; roll-out expected October / November 2014;
- Safety and Policy manual reformatting – 3 policies and 7 programs left to complete;
- Universal Waste Pick-up – transferred from EHS to Facilities;
- Cylinder handling video – completed.

### **Peer Reviews – Jim Floyd**

Six pilot reviews have been completed since the transition from the MESH review process: Materials Sciences Division, Accelerator & Fusion Research Division, Earth Sciences Division, Environmental Energy Technologies Division, and Engineering Division. The focus has been on Division Director priorities, interviews, and management issues. The reviews have been summarized in brief (3-5 page) reports. The positive aspects have been choice of substantial topics, management focus, and Division Director participation in the reviews. The problems have been low frequency of reviews due to difficulties in organizing them, and lack of follow-up with SAC on corrective actions and improvements. There is a question as to Division follow-up on the issues identified by the review. Committee members would like to receive feedback from the Division Directors. There was a suggestion that future reviews could look at how effectively the Work Planning and Control system is implemented.

### **Work Planning and Control – Michelle Flynn**

We are beginning the final countdown to 2014 implementation. The Activity Manager module content is being prepared and reviewed by Subject Matter Experts and SAC subcommittees. Division leadership briefings are being scheduled. A marketing campaign has been planned. It will include a Lab Director's message and a new website. EHS Liaisons will be actively involved in assisting Divisions. Michelle Flynn is asking for volunteers to be "early adopters" to try setting up Projects and Activities in the system in February/March 2014. By then, we will have an active database with most of the features, but it will not be linked to the Training database yet. Michelle Flynn will be providing more specific plans and schedules in January.

### **On-the-Job Training – James Basore**

There are about 83,000 individual training requirements at LBNL. About 66% of the required training completions are safety related. The average Materials Science Division researcher, for example, has about 20 required courses. Most of the required courses describe general hazards recognition and common controls, but are not targeted to specific job conditions and skills. On-the-Job Training (OJT) is needed to develop competency at the line level.

A 2009 EHS self-assessment report found that:

- Clear and formalized institutional expectation regarding ongoing oversight of employees during on-the-job training was not provided; and
- Notwithstanding the widespread use of OJT, clear and formalized expectations for demonstrating competency were not consistently evident.

The goal is to develop institutional guidance that positions OJT as a tool that line management applies as needed to ensure workers have the competencies needed to perform their work activities safely. The challenge is to integrate OJT into the Work Planning and Control process. The Activity Lead will be responsible for determining worker competency before authorizing the worker to perform an activity without supervision. OJT can cover more than safety, such as how to work with equipment without damaging it, and how to use the equipment to get accurate data for the experiment, and how to maintain the equipment. Activity Leads will be able to attach operating procedures, videos, and training documentation to their Activities. James Basore requested that SAC form a subcommittee to assist in developing OJT tools and expectations.

### **Safety Walkaround Program – Bill Wells**

The safety walkaround program appeared in PUB-3000 from at least 2007 – 2010. The LBNL ISM Plan directs Divisions to establish plans to implement safety walkarounds, and most Division ISM Plans include them. The EHS027 course is still taught by request, but is not required. There is no explicit regulatory requirement to perform walkarounds. The question is, how should safety walkarounds be practiced in the future? Should there be a specific requirement, or a set of tools and guidelines?

The value and effectiveness of the walkarounds varies, depending on how regularly the Line Manager is involved in the hands-on work in the area, and how the walkaround is performed. Our safety culture has evolved to the point where many Line Managers consider observing work and talking to people about safety as an integral part of their daily responsibilities rather than something that is done quarterly with a checklist. Sometimes it is good to have someone outside the work group assess the area with a fresh set of eyes. Some Divisions have found it effective to designate “safety days” where everyone stops routine work and focuses on safety.

### **Fume Hoods – John Elliott**

Sustainability Manager John Elliott presented his findings that the practice of ensuring variable air volume fume hoods are closed when not in use could significantly reduce LBNL’s energy use. We have about 300 of these hoods.

John Elliott plans to work with Subject Matter Expert Laurel Davis and Division Safety Coordinators to recruit “eco advocates” to “adopt” fume hoods in their areas and ensure they are closed. There will be a pilot program this spring in 2 buildings. He is inviting feedback and volunteers at [sbl@lbl.gov](mailto:sbl@lbl.gov).

The meeting was adjourned at 3:00 PM

Respectfully submitted, Patricia M. Thomas, SAC Secretary